

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	3.3	2
	Date Filed	Effective Date
	May 14, 2007	August 31, 2007
References/Authority KRS 11A.040(9), 196.035, 196.230, 197.020 CPP 3.1	Subject HOLDING OF SECOND JOBS BY CORRECTIONS' EMPLOYEES	

I. DEFINITIONS:

None

II. POLICY and PROCEDUES

- A. Corrections shall permit an employee to hold a second job, if Corrections is able to: (a) provide a safe and secure environment for staff and inmates at the institutions; and (b) maintain adequate staffing to ensure that administrative functions shall not be impaired.
- B. This policy shall not unduly restrict or discourage an employee from operating a home based business or obtaining approval for outside employment if:
 1. the second job is not in direct conflict with the employee's current job;
 2. the second employer has not previously, is not currently, or is unlikely in the future, to be under contract with Corrections;
 3. the scheduled work hours for the second job do not conflict with the normal working hours of the position with Corrections; and
 4. the second job is in compliance with the Executive Branch Code of Ethics. Refer to KRS Chapter 11A.
- C. Requirements for outside employment
 1. The following steps shall be taken by a Corrections employee who either currently holds a second job or is considering supplemental employment outside Corrections.
 - a. The employee shall provide written notification of this employment by submitting a Request for Approval of Outside Employment form (Attachment 1) to his personnel liaison, District

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Manager or designee. A copy shall be given to his immediate supervisor.

- b. The employee shall complete the form, including a detailed explanation of the outside employment.
2. The personnel liaison, district supervisor, or designee and the employee's immediate supervisor shall meet with the employee to discuss the impact of the second job upon the needs of Corrections. If there is a perception or a question concerning a conflict of interest, or if there is an association between the outside employment and Corrections, the forms shall be forwarded to central office. In the absence of these issues, approval may be made at the institutional or district level.
3. The personnel liaison, district supervisor, or designee shall forward a copy of all requests for Outside Employment to the Division of Personnel Services. The Personnel Director shall file a quarterly report with the Executive Branch Ethics Commission listing all employees who have been approved for outside employment and the outside employer of each.

**REQUEST FOR APPROVAL
OUTSIDE EMPLOYMENT
FROM THE EXECUTIVE BRANCH ETHICS COMMISSION**

I, _____, am an employee of the Department of Corrections
(Name of Employee)

_____. My current job title in Department of Corrections is
(Division, Facility, Branch, or Sections)

_____. I request approval of off duty employment with _____
(Employee's Current Job Title) (Name of Outside

Employer). As a(n) _____, I am not involved in the Department of
(Employee's Job Title)

Corrections decisions concerning _____. If the request is approved, I agree that
(Name of Outside Employer)

if, in the future, I realize that I may be involved in this decision, I shall immediately notify _____
(Appointing Authority

_____ and the Executive Branch Ethics Commission and take steps
or Designee)

to avoid any conflict of interest.

I, _____, do solemnly swear that the statements made above are true.
(Name of Employee)

(Employee's Signature)

COMMONWEALTH OF KENTUCKY
COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Public)

My Commission Expires: _____